

Approving Official Checklist for Travel Vouchers

APPROVING OFFICIAL CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

User: Approving Official (AO) is an individual appointed in writing and responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability and approving travel claims for validity after completion of travel.

Purpose: This checklist should be used by the AO for after-the-fact approval of entitlements not listed on the original orders for military and civilian TDY travel.

BEFORE APPROVING ANY AFTER-THE-FACT TDY ENTITLEMENTS, YOU MUST VERIFY THAT THE ENTITLEMENT IS SUBJECT TO AFTER-THE-FACT APPROVAL. THEN VERIFY YOUR COMMAND'S POLICIES REGARDING MONETARY LIMITATIONS FOR APPROVING AFTER-THE-FACT ENTITLEMENTS.

IAW DFAS-IN 37-1, ORIGINAL VOUCHERS FAXED OR EMAILED (SCANNED) WILL BE KEPT BY THE APPROVING OFFICIAL FOR 2 YEARS, THEN SENT TO A NATIONAL ARCHIVES AND RECORDS ADMINISTRATION STORAGE FACILITY FOR THE REMAINDER OF THE REQUIRED RETENTION PERIOD.

- ☐ Were rental car expenses claimed? If so, was the rental obtained through proper channels, such as a government contracted travel office (CTO) (e.g., Carlson Wagonlit or SATO). Rental car size and fuel expenses claimed should be conducive to the mission. Receipts are required regardless of dollar amount. Pre-calculation receipts are not acceptable.
- ☐ Are control numbers for non-availability of government quarters in the remarks block of the orders for military travelers? If not, the Travel Approving Official must authorize commercial lodging by signing in block 21a or by issuing an amended order.
- ☐ If POC travel was used, was block 16 checked and did the traveler claim a reasonable amount of miles driven for the travel performed?
- ☐ Are the reimbursable expenses claimed authorized in the orders? Any reimbursable expenses of \$75.00 or more claimed on the travel voucher must be supported by a paid receipt or justification statement explaining why receipts are not attached?
- ☐ Is commercial airfare claimed? If so, do the orders authorize the traveler to purchase their own ticket using their individually billed account (IBA)? If orders do not authorize the traveler to purchase their ticket using an IBA, then amended orders are required. No after-the-fact authorizations on the travel form can be done.
- ☐ Were there any variations reflected in the itinerary of the travel voucher from the original travel order direction? If so and these changes were due to the traveler needing to visit additional places not shown in the orders or omitting places original in the orders, then the traveler must be authorized variations in their orders.
- ☐ If the after-the-fact travel expense is not listed above, please contact your servicing DFAS Travel Office for guidance as to whether or not the entitlement exists in accordance with Joint Federal Travel Regulations or Joint Travel Regulation.